

County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide

CalFresh Inter-County Transfers

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Background:

State regulations require counties to process CalFresh cases for Inter-County Transfer (ICT) when a household moves from one county (First County) to another (Second County) within California.

Effective March 28, 2011, all CalFresh ICT's transactions will be processed using the eICT procedures.

Policy:

63-359.1: Definitions

Refer to [Definitions and Scenarios](#)

63-359.2: ICT Requirement

Per Welfare & Institutions Code Section 11053.2, the ICT process must facilitate a recipient's move from one county to another without a break in benefits and without requiring a new CalFresh application or interview in the new county of residence.

It is critical that counties communicate with each other throughout the ICT process to ensure that no case is discontinued until the receiving county indicates that the transfer has been completed to ensure that the household is not subject to an interruption in benefits.

It is the responsibility of the sending county to provide the receiving county with all information necessary to complete the transfer. A household cannot be discontinued for being a resident of the receiving county until the receiving county assumes responsibility for the case.

63-359.3: Households Excluded from ICT

The following households are excluded from ICT:

A. SOME HOUSEHOLD MEMBERS MOVE OUT OF THE COUNTY

A CalFresh ICT is only initiated when the entire household moves out of county.

When only some household members move, those individuals would be added or removed from the current household according to existing Change Reporting (CR) and Semi-Annual Reporting (SAR) rules. Individuals leaving the current household must be removed from the case and would be required to file a new CalFresh application in their new county of residence, or be added to an existing CalFresh household, if applicable, under existing rules.

B. HOUSEHOLDS RECEIVING TRANSITIONAL CALFRESH (TCF) BENEFITS

Transitional CalFresh (TCF) cases are subject to ICT procedures between their first and third month of their TCF period.

Households that move during the fourth or fifth month of their TCF period must be recertified at the end of the certification period (month 5) in the former county of residence to prevent a break in benefits. Initiate the ICT following the recertification.

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If the household applies for and is approved for regular CalFresh benefits in a different county than the county maintaining the TCF case, the new county must request the former county to discontinue the TCF benefits.

63-359.4: SAR and CR Cases

A. SEMI-ANNUAL REPORTING (SAR) CASES

For SAR cases, the SAR cycle and recertification that was assigned in the sending county must continue in the receiving county.

The sending county is responsible for determining continuing eligibility and the amount of benefits from the "Eligibility/Status Report" (SAR 7) during the transfer period. The sending county is responsible for:

- Issuing the SAR 7
- Processing the SAR 7
- Determining ongoing eligibility and benefit amounts
- Issuing the NOAs for the payment month, including notice for changes to the payments that will be issued by the receiving county
- Informing the receiving county of any changes in eligibility or benefit level

B. CHANGE REPORTING (CR) CASES

For change reporting households, continue eligibility based on the most recent Statement of Facts and any subsequent reported changes.

63-359.5: Recertification

Households moving during either of the final two months of their certification period must be recertified at the end of the certification period in the former county of residence to prevent a break in benefits. The counties must coordinate to ensure that the recertification is completed in a timely manner so the recipient has no delay in benefits or break in aid.

When the household is required to receive notice of the expiration of their certification period at the time of certification, the NOA approving their application may be combined with this notice, or separate notices may be sent.

63-359.6: Restoration of Aid (Waiver)

The "Restoration of Aid" waiver ([63-117.3](#) and [63-274.8](#)) provides that any household whose benefits have been discontinued for any reason other than failure to complete a recertification or have been disqualified from the program, is eligible to request a restoration of CalFresh benefits by resolving the reason for the discontinuance within the month following the discontinuance.

The county should determine if the household would benefit from having the case restored under the "Restoration of Aid" or by completing a new application (in the event the household is eligible for expedited services). If it is determined that it is more advantageous for the household to have the

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case restored, the receiving county must provide any information needed by the sending county to complete the restoration. The sending county is responsible for restoring the case.

If it is determined that the household is better served by completing a new application, the receiving county will notify the household and assist in the completion of the application.

63-359.7: Overissuance (Claims)

Any outstanding overissuance claim must be transferred to the receiving county with supporting documentation when a household moves from one county to another (i.e., overissuance NOAs, budgets, etc.).

- The sending county will no longer be responsible for the collection of the overissuance and will remove the claim from the record;
- The receiving county will be responsible for collection of the overissuance until it is fully repaid or the household moves to another county.

Refer to [CalFresh ICT Processing Guide](#) for additional information and procedures.

63-359.8: Homeless Households

CalFresh households that are homeless or become homeless must continue to receive benefits from the county of application. If a household reports residence in another county, transfer the household to the new county, if appropriate, using the ICT procedures outlined in this section.

63-359.9: Able-Bodied Adults Without Dependents (ABAWD)

When the household consists of an ABAWD person, the county of residence is responsible to check if the participant is meeting the ABAWD work rule. [Refer to 63-909.](#)

Procedure:

Refer to the following for internal protocols regarding the processing of eICTs:

- [Inter County Transfer \(ICT\) Procedures](#)
- [San Diego County FRC Liaisons](#)
- [Processing Guide #359-01](#)

Program Affected:

- Refer to the CalWORKs ICT process for Public Assistance CalFresh cases when at least one member of the CalFresh household also receives CalWORKs.

[CalWORKs Program Guide 40-100 P. Inter-County Transfers](#)

The household will be discontinued from the prior county at the same time the transfer of the CalWORKs case is completed ([Section 63-282.5](#)).

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- Refer to the Medi-Cal ICT process for CalFresh when at least one member of the CalFresh household receives Medi-Cal.

[Medi-Cal Program Guide Article 3, Section 2 Inter-County Transfers](#)

Establish the CalFresh case with the sending county's:

- Certification period, and
- SAR cycle

References:

[MPP 63-503.7](#)

[ACL 13-78](#), [11-22](#), [11-70](#)

Sunset Date:

This policy will be reviewed for continuance by 01/31/2018

Release Date:

01/27/2015